



*High Impact Volunteers*

## **Hospitality Facilitator - Days**

### **Overview:**

Greet clients, donors, and volunteers who arrive at the Mission. Help create a welcoming environment and direct people to whom they need to see.

### **Duties and Responsibilities**

- Read the City Gospel Mission Volunteer Handbook
- Attend the “Understanding Poverty” volunteer training
- Become familiar with the Mission and it’s programs and staff
- Help answer the door and the phone, directing people to the right person
- Assist the receptionist with general office duties – filing, data entry, phone calls, etc.
- Communicate as needed with the Mission’s volunteer relations manager

### **Qualifications:**

- Good communication skills
- Good general office skills
- Professional appearance and phone skills
- Willingness to jump in and help where needed

### **Time Commitment:**

Days, Monday – Friday between 8:00 a.m. and 5:00 p.m.  
One 3 to 4 hour shift per week

### **Contact:**

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